

Leave Blank - DNR Use
Postmark Date

Notice: This form is authorized by s. 281.58, Wis. Stats. Submitting a completed form and all applicable items on the Checklist below to the Department is mandatory for all applicants seeking financial assistance from the CWFP. Failure to submit a complete application to the Department may be grounds for denial of the application by the CWFP.

Personally identifiable information provided on this form will be used to determine eligibility for CWFP assistance may be used for CWFP newsletter and reference guide mailing lists and may be made available upon request under Wisconsin's Open Records laws (ss. 19.32-19.39, Wis. Stats.) and

Municipality Name	CWFP Project No.
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Requesting hardship assistance? ☐ Yes ☐ No **If yes, you must complete Part IX of the application.**

The CWFP requires Facility Plan or other plan approval by the Bureau of Watershed Management prior to applying for a CWFP loan.	Facility Plan Approval No.	Date Approved
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This application cannot be considered complete until the Department receives biddable Plans and Specifications.	Plans and Specifications Submittal Date
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Checklist

This checklist is part of the Application form. Submit this page along with all other parts of the Application.

The CWFP can allocate funds only after all application items are received and reviewed. A complete CWFP Financial Assistance Application includes all applicable items on the following list.

Are the following items included as part of this Application?

- ☐ Yes ☐ No CWFP application form - 2 copies
- ☐ Yes ☐ No ☐ N/A Executed contract with architectural/engineering (A/E) firm for facility planning, if costs requested
- ☐ Yes ☐ No ☐ N/A Executed contract with A/E firm for design, if costs requested
- ☐ Yes ☐ No ☐ N/A Proposed or executed contract with A/E firm for construction management, if costs requested
- ☐ Yes ☐ No ☐ N/A Reimbursement Resolution, a.k.a. Declaration of Intent (see Part I)
- ☐ Yes ☐ No Authorized representative resolution (see Part I)
- ☐ Yes ☐ No ☐ N/A Proposed or executed intermunicipal agreement (see Part IV)
- ☐ Yes ☐ No Municipality's current year budget with budget year-to-date information (see Part V)
- ☐ Yes ☐ No Current year wastewater and/or storm water utility budget (see Part V)
- ☐ Yes ☐ No Municipality's financial audit reports for last 3 years (see Part V)
- ☐ Yes ☐ No ☐ N/A Principal and interest payment schedule for each outstanding bond issue for next 5 years (see Part V)
- ☐ Yes ☐ No ☐ N/A Latest official statements for publicly issued bonds/notes and bond authorizing resolutions (see Part V)
- ☐ Yes ☐ No ☐ N/A Table of overlapping or underlying debt (see Part V)
- ☐ Yes ☐ No ☐ N/A Proposed user charge system - 2 copies (see Part V)
- ☐ Yes ☐ No ☐ N/A Contracts with system users - 2 copies (see Part V)
- ☐ Yes ☐ No ☐ N/A IRS tax related attachments (see Part VI)
- ☐ Yes ☐ No ☐ N/A Debt instrument to be refinanced (see Part VII)

Did you check No for any of the above items? If so, provide a reason and/or a date by which you plan to submit the item(s).

Use the checklist on page 2 to keep track of your submittals of additional required items. It may be helpful to work with your CWFP project manager to establish target submittal dates.

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Additional Required Submittals - This checklist is part of the application. Keep a copy to track your submittals to the CWFP.

At least 2 months prior to preparation of the CWFP Financial Assistance Agreement (FAA), the following information must be submitted to and reviewed by the appropriate parties. Supply as many target and actual submittal dates as are available.

Required Items - All Projects (Submit to Bureau of Community Financial Assistance, unless indicated otherwise)	✓	Target Submittal Date	Actual Submittal Date
1. Bidding documentation			
a. proposal of the successful bidder			
b. bid tabulation			
c. engineer's recommendation based on bid evaluation			
d. legal opinion of statutory compliance, if contract awarded to other than the low bidder			
e. addenda to plans and specifications			
f. evidence of bid advertisement			
g. a copy of the bid bond			
h. evidence of a resolution awarding the construction contract			
i. a copy of the executed construction contract			
j. construction start date and expected substantial and final completion dates			
k. MBE/WBE/SBRA Good Faith Certification (Form 8700-294)			
l. MBE/WBE/SBRA Contacts Worksheet (Form 8700-294A or other format)			
1) MBE Self Certification (Form 8700-295), if utilizing MBEs not certified by an agency			
2) WBE Self Certification (Form 8700-296), if utilizing WBEs not certified by an agency			
2. Legal opinion on land ownership and acquisition of easements and right of ways			
3. Parallel cost estimate (submit to Bureau of Watershed Management)			
4. Request for Disbursement (Form 8700-215) and supporting invoices			
5. Draft legal documents related to the authorization and issuance of bonds (typically submitted by bond counsel or attorney)			
6. Plan of Operation (submit to DNR basin engineer or wastewater specialist)			
7. Plan of Operation Certification Checklist (Form 8700-293)			
Other Required Items - Only if applicable to your project (Submit to Bureau of Community Financial Assistance)	N/A or ✓	Target Submittal Date	Actual Submittal Date
8. Proof of user charge and sewer use or storm water ordinance adoption			
9. Executed contract with A/E firm for construction management, if costs requested			
10. Force Account Certification (Form 8700-245), if costs requested (Part II)			
11. Executed intermunicipal agreement, see (Part IV)			
12. Copy of title or deed for land purchased for the project, if land purchase costs requested			
13. Statement of payoff amount, if refinancing a portion of or an entire debt			
14. Initial flow documentation (unsewered projects only)			
15. Pre-Award Compliance Review Report (EPA Form 4700-4), if federally funded project			
16. Federal Equivalency Projects Assurances and Certification (Form 8700-201), if designated a federal equivalency project			
17. Proof of adoption of local regulations for construction sites and a municipal storm water management plan, (s. NR 162.07(8), Wis. Adm. Code - storm water projects only)			

Part I

Applicant Information

Provide the CWFP project number as it appears on the Project Priority List. Indicate the legal name of the municipality which will undertake the project and its authorized representative. Provide the names and other pertinent information for all the professional services applicable to your project. Bond Counsel is required to prepare the bond documents and the bond transcript for the loan on this project. Evidence of qualifications, experience and liability insurance coverage may be required by the CWFP to demonstrate the acceptability of the counsel.

Municipality		County(ies)		CWFP Project No.	
Clerk or Secretary Name			Title		
Authorized Representative			Main Municipal Contact*		
Name			Name		
Title			Title		
Street Address			Street Address		
City, State, Zip Code + 4			City, State, Zip Code + 4		
Phone No. ()	FAX ()		Phone No. ()	FAX ()	
E-mail Address			E-mail Address		
Consulting Engineer			Bond Counsel (Attorney that does debt issues)**		
Firm			Firm		
Contact Name			Attorney Name		
Street Address			Street Address		
City, State, Zip Code + 4			City, State, Zip Code + 4		
Phone No. ()	FAX ()		Phone No. ()	FAX ()	
E-mail Address			E-mail Address		
Municipal Attorney			Financial Advisor		
Firm			Firm		
Attorney Name			Financial Advisor Name		
Street Address			Street Address		
City, State, Zip Code + 4			City, State, Zip Code + 4		
Phone No. ()	FAX ()		Phone No. ()	FAX ()	
E-mail Address			E-mail Address		

* Should be someone familiar with the project and available on a daily basis.

** Bond Counsel must be able to issue legal documents on the Municipal Obligations, i.e.; Legal Opinion, Authorizing Resolution, No Arbitrage, Closing Certificate, etc.

Project Information

Detailed Project Description (List major portions of the project)

List other municipalities served by the project.	Construction Start Date	<input type="checkbox"/> Estimated	<input type="checkbox"/> Actual
	Substantial Completion Date	<input type="checkbox"/> Estimated	<input type="checkbox"/> Actual
	Final Completion Date	<input type="checkbox"/> Estimated	<input type="checkbox"/> Actual

Financial Assistance Requested

Indicate all types of CWFP financial assistance requested in this application. (Check all boxes that apply)

- ☐ Financing Project - You have not proceeded with construction and will use CWFP funds as costs are incurred for this project.
- ☐ Reimbursement of Municipality's Internal Fund - You used **internal** funds to pay for costs for this project and would like CWFP financing to reimburse your **internal** funds.
- ☐ Refinancing Outstanding Debt - You have already taken out a non-CWFP debt to pay some or all of your project costs and would like CWFP funding to refinance this debt. **Complete Part VII.**
- ☐ Refinancing Planned Future Debt - You plan to take out non-CWFP debt to pay for construction costs; this debt will be refinanced with CWFP financing when construction is complete or when the debt is callable. **Complete Part VII.**

For Reimbursement of Municipality's General Fund (or other fund)

Execution of a Reimbursement Resolution IS RECOMMENDED. If a Reimbursement Resolution is not executed, the CWFP may not be able to reimburse all of the costs paid by the municipality.

Attach a copy of the Reimbursement Resolution or minutes from a municipal meeting that shows municipal intent to borrow at a future date in order to reimburse the general fund, or other fund, for project expenses paid by the municipality.

Estimated amount of reimbursement for project costs paid from municipal funds:

\$ **Authorized Representative Certification**

To the best of my knowledge and belief, data provided in this application is true and correct. Furthermore, the applicant assures it possesses the legal authority to apply for CWFP assistance and to finance and construct the proposed facilities. The person identified below acts as the authorized representative of the applicant to act in connection with the application and to provide such additional information as may be required. **Attached is a copy of the Authorized Representative Resolution.**

Printed or Typed Name of Representative	Title
Signature of Representative	Date Signed

Part II

Instructions: Project Budget Sheet

Project Budget Sheet contains four (4) columns:

Column A - Total Project Costs

Include ALL costs related to this project regardless of the funding source. Also include costs of the project which the applicant identifies as ineligible for CWFP financial assistance as noted in directions for Column B.

Column B - Ineligible Costs

Identify and provide a brief narrative of project costs ineligible for CWFP financial assistance (e.g., laterals to houses, segments of sewer exclusively serving future development, and hook-up fees owed to another municipality).

Column C - Eligible Costs Paid By Other Funding Sources

Provide project costs which the applicant anticipates funding with other sources (e.g., municipal funds, Rural Development, WI Department of Commerce), and identify the funding sources at the bottom of the Project Budget Sheet.

Column D - CWFP Costs Requested

Complete this column if the requested CWFP costs are different from the Total Project Costs. If Column D is different from Column A, complete Columns B and C.

The Project Budget Sheet contains 10 budget line items. The detailed costs under each line item must equal the amount on the shaded Total line. A total in the shaded area is required for each line item.

Budget**Line Instructions**

1. Force Account is the work a municipality performs using its own employees and/or equipment. If Force Account work is anticipated, list the type of work to be completed and the cost on Force Account Certification Form No. 8700-245. Costs not eligible for Force Account are costs associated with elected officials or on-staff attorneys, computers, land, easements or legal fees.
2. Interim financing is a debt to temporarily finance a project. Include costs incurred or to be incurred prior to CWFP loan closing.
3. Indicate contract costs of the facility plan. **Executed** A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
4. Indicate contract costs of the plans and specifications. **Executed** A/E agreement(s) must be attached for costs listed on this line. Costs outside the scope of the contract(s) should be included on line 9, Miscellaneous Costs.
5. Include costs associated with land/easements needed for this project.
6. Indicate all other contracted engineering/construction management costs for this project. **Executed** contract(s) must be submitted for all costs on this line prior to issuing a FAA.
7. Indicate all construction and equipment costs included in the plans and specifications. **Executed** construction contract(s) must be submitted for all costs prior to issuing a FAA.
8. This amount should equal 10% of the amount requested in Line 7. DNR will adjust the contingency amount prior to issuing a FAA.
9. Indicate project costs that are outside the scope of the engineering or construction contracts. Non-contract costs include computers, materials, supplies and bid advertising. For unsewered projects, if the application is claiming capitalization of interest on the CWFP loan, include an estimated amount of this capitalized interest. For sanitary districts, the legal costs of preparing an opinion on s. 60.726, Wis. Stats., are eligible.
10. Include costs necessary for closing on the CWFP loan.
11. ADD LINES 1-10 FOR EACH COLUMN TO GET THE TOTAL COSTS.

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Project Budget Sheet - Total required for each line item (omit cents) - See Page 5 for Instructions

		A Total Project Costs	B Ineligible Costs*	C Eligible Costs Paid By Other Funding Sources**	D CWFP Costs Requested
1. Force Account Work	#1 Total	\$	\$	\$	\$
2. Interim Financing					
a. Net Interest Expense					
b. Legal/Bond Counsel/Underwriter					
c. Financial Advisor					
	#2 Total	\$	\$	\$	\$
3. Facility Plan Preparation	#3 Total	\$	\$	\$	\$
4. Plans/Specifications Preparation	#4 Total	\$	\$	\$	\$
5. Land or Easement Acquisition					
a. Purchase Price					
b. Legal/Appraisal Costs					
c. Relocation Expenses					
	#5 Total	\$	\$	\$	\$
6. Engineering/Construction Management					
a.					
b.					
c.					
d.					
e.					
	#6 Total	\$	\$	\$	\$
7. Construction/Equipment	#7 Total	\$	\$	\$	\$
8. Contingency (enter 10% of line 7; DNR will adjust contingency amount)	#8 Total	\$	\$	\$	\$
9. Miscellaneous Costs					
a. Administrative Expenses					
b. Archaeological Survey					
c. Removal/Relocation of Utilities					
d.					
e.					
f.					
	#9 Total	\$	\$	\$	\$
10. CWFP Closing Costs					
a. Legal/Bond Counsel					
b. Financial Advisor					
	#10 Total	\$	\$	\$	\$
11. Total Project Costs	TOTAL	\$	\$	\$	\$

*Provide a brief description and source of funds for any cost that is ineligible for CWFP funding.

**Name the other funding sources.

Refer to this worksheet when preparing all "Request for Loan Disbursement" forms. Line item requests should not exceed the total indicated on this budget sheet, unless a change has been made and is reflected in the FAA.

Part III

Project Cost Categories

Separate the project costs into CWFP Categories and EPA Treatment Works Categories. Each of the Total Project Costs lines on this page must equal the Total Project Costs on line 11, Column A, of the Project Budget Sheet in Part II.

Clean Water Fund Program Categories**EPA Treatment Works Categories**

Compliance Maintenance	\$	Secondary Treatment	\$
New/Changed Limits		Advanced Treatment	
Unsewered		Infiltration/Inflow	
Urban Runoff, WPDES Permitted		Sewer Rehabilitation	
Urban Runoff, Non-WPDES Permitted		Collection System	
Violator		Interceptor	
		Combined Sewer Separation	
		Storm Water, WPDES Permitted	
		Urban Nonpoint Source, Non-WPDES Permitted	
Total Project Costs	\$	Total Project Costs	\$

What is the source of cost estimates provided in the categories above? Examples of sources include facilities plans, costs from plans and specifications, bidding documents if construction has been bid, or actual invoices for work completed.

Parallel Cost Percentage

Provide the approved or estimated parallel cost percentage for the project. If you already received approval of the parallel cost percentage as part of your facilities plan, engineering report, or plans and specifications approval from the Bureau of Watershed Management, also provide the date of the approval.

The parallel cost percentage calculation includes the following steps:

- 1) Determine the total design capacity based on total flows and loadings.
- 2) Calculate a reduced capacity condition by subtracting from the total design capacity the flows and loadings associated with reserve capacity, industrial capacity, and flow from state and federal facilities (if flow from facilities exceeds 5% of total flow).
- 3) Estimate the eligible project costs associated with the total design capacity and reduced capacity conditions.
- 4) Divide the cost of the reduced capacity condition by the cost of the total design capacity and express the answer as a decimal.
- 5) Subtract the answer in Step 4 from 1.00 and express this number as a percentage.

Parallel Cost Percentage:

Approved		%	Estimated		%	Date Approved	
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Part IV

Intermunicipal Agreement Information

1. Will your municipality's wastewater or storm water be discharged to or through facilities of another municipality?

☐ Yes ☐ No

2. Will another municipality discharge wastewater or storm water to or through your facility?

☐ Yes ☐ No

If you answered "Yes" to either of the above two questions, you must submit an intermunicipal agreement. If the intermunicipal agreement sent with the application is not yet executed, you must submit an executed copy of it prior to preparation of the FAA.

Note: If your municipality is a metropolitan sewerage district or your municipality discharges to a metropolitan sewerage district, submit intermunicipal agreements and contracts with users only if the documents are **new** or **changed** since previous submittals. Provide the CWFP project number under which the existing agreements and contracts were submitted.

CWFP Project No.

In your intermunicipal agreement you must:

- ✓ Identify ownership for each individual portion of the treatment works or structural urban best management practice (BMP).
- ✓ Establish the term of agreement.
- ✓ Require municipalities requesting funding for storm water projects to adopt local regulations for construction sites and a municipal storm water management plan and ordinance for new development and redevelopment.
- ✓ Demonstrate the basis for generating revenue for operation, maintenance, and replacement costs based on actual use, and indicate who is responsible for paying charges.
- ✓ Indicate the method for generating revenue for capital costs and who is responsible for payment.
- ✓ Indicate that the owner of the regional facility shall accept the applicant's wastewater or urban runoff and identify the boundary from which the applicant's discharge originates.
- ✓ Require each entity to adopt a user charge system and sewer use ordinance.

Exception to the Intermunicipal Requirement

The Department may waive the requirement of an executed intermunicipal agreement if an order under s. 281.43(1), Wis. Stats., has been issued, or if the Department has obtained executed intermunicipal agreements for subscribers whose design flows, design suspended solids capacities, annual debt payments, and wastewater projects' designed biochemical oxygen demand capacities total at least 90% of the total for the regional treatment works or structural urban BMP.

Part V

Financial Information

1. Checklist of documents to submit as part of this application (1 copy of each of the following must be sent with this application.)

- A. Municipality's current year budget with year-to-date information.
- B. Current year wastewater utility and/or storm water utility budget.
- C. The last 3 years of financial audit reports (or internal financial statements for your municipality if no audit was done)

Audit Year	Audit Report ("A") or Financial Statement ("FS")? (Enter "A" or "FS")

- D. A schedule of the principal and interest payments for each outstanding bond issue of the municipality for the next 5 years. Include all outstanding general obligation and revenue bond issues; note which issues are wastewater or storm water related.
- E. Latest official statement (prospectus) if the municipality has publicly issued bonds/notes and the bond authorizing resolution for most recent sewer bond.
- F. Proposed user charge system.
- G. Any special financial or user charge contracts with system users.

2. Pledge of Security for the CWFP Loan.

Which type of pledge or combination of pledges will your municipality use as security for a CWFP loan?

Check the appropriate box(es).

- ☐ A. REVENUE PLEDGE. This requires municipal issuance of a tax-exempt revenue obligation at the time of CWFP loan closing. The municipality pledges revenues from its wastewater or storm water user charge system as the primary security for the CWFP loan.
- ☐ B. GENERAL OBLIGATION PLEDGE. This requires issuance of a tax-exempt general obligation at the time of CWFP loan closing. The municipality pledges property taxes as the primary security for the CWFP loan.
- ☐ C. REVENUE AND SPECIAL ASSESSMENTS PLEDGE. This requires issuance of a tax-exempt revenue obligation at the time of CWFP loan closing. The municipality pledges revenues from its wastewater or storm water user charge system and revenues collected via special assessments as security for the CWFP loan.

Municipality's Special Assessment Public Hearing Date

Note: Projects financed with special assessments will normally be structured as a revenue bond ("C" above) with the special assessments and other system revenues pledged for repayment of the revenue bond.

3. Debt Information

- A. If the proposed pledge of security for a CWFP loan is subordinate to any other outstanding revenue bond, identify the debt obligation, series, debt coverage percentage, and when it was issued, and enclose a copy of the municipal bond authorizing resolution.

Issue Amount	Series	Date of Issue	Debt Coverage Percentage

- B. If your municipality currently has a wastewater or storm water revenue bond or general obligation rating, please describe below (include rating, rating company, and date of rating):

C. Has your municipality ever defaulted on any of its loans or debt obligations?

☐ Yes ☐ No If yes, please provide details.

D. Prepare and submit a table of overlapping or underlying debt for the municipality's jurisdiction. (Not necessary if included in official statement requested in section 1E.)

E. What is your municipality's current amount of revenue bonds and general obligation bonds/notes outstanding?

General Obligations	Revenue Bonds
\$	\$

F. Indicate any other wastewater or storm water bonds authorized, but unissued. List the amount, give a description of their purpose, and schedule for issuance.

Amount	Purpose
\$	

4. Additional Wastewater System or Storm Water Capital Improvement Plans

Does your municipality anticipate any future (up to 10 years) wastewater system or storm water projects other than the proposed project now being funded? ☐ Yes ☐ No

If yes, please complete.

Year	Amount	Purpose
20	\$	
20	\$	
20	\$	

5. General Municipal Information

A. List your municipality's five largest property tax payers.

		Year Property Valuation Established :
Property Tax Payer	Equalized Valuation	Business or Property Type
	\$	
	\$	
	\$	
	\$	
	\$	

B. Indicate your municipality's three-year assessed valuation trend. For any year which shows a large increase or decrease (plus or minus 8%), provide a brief description of why this large change (increase or decrease) occurred. Note with an asterisk (*) any year that a revaluation occurred.

Year Valuation Established	Valuation Amount (with TIF Districts)
	\$
	\$
	\$

Description :

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- C. List the 10 largest employers in the municipality or the community trade area which have a significant impact on your municipality.

Employer	Number of Employees	Type of Business

- D. For Sanitary Districts and Metropolitan Sewerage Districts:

What is the current population of the district?	Year
Is this figure an actual count or estimate?	When was the district formed?

6. Legal Information

- A. Is there any litigation or threatened litigation or factors known which may substantially affect the operation of the municipality or utility in the future?

☐ Yes ☐ No

If yes, please provide background information regarding the litigation or factors and the current status.

- B. Are there unfunded retirement or pension liabilities?

☐ Yes ☐ No

If yes, please provide the amount of liability for each:

Retirement Liabilities	Pension Liabilities
\$	

Is this information contained in your audited financial statements?

☐ Yes ☐ No

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- | | | Number of Units | Number of Employees |
|--|-----------|-----------------|---------------------|
| Expiration of Each Contract (month/year) | Unit Name | | |
| | | | |
| | | | |
| | | | |
| | | | |

Year

**For apartment buildings, condominiums, or mobile home parks that receive one combined sewer bill for all units, include the number of individual units as the number of users. Apartment buildings and condominiums should be included under Residential users.

B. List the largest users of the wastewater system or storm water utility (those greater than 2% of system revenues). **Attach any financial or special use contracts you have with any users.**

[illegible]

8. User Charge System Profile

A. Treatment Facility Information

- 1) Is the current or proposed facility for regional use?
- ☐
- Yes
- ☐
- No

If yes, attach each municipality's user charge system.

- 2) Type of Treatment Facility (e.g., oxidation ditch, aerated lagoon, recirculating sand filter, activate sludge, etc.)

- 3) Level of Treatment:
- ☐
- Advanced
- ☐
- Secondary
- ☐
- Aerated Lagoon
- ☐
- Stabilization Pond

B. Wastewater or Storm Water Utility Revenue History for the Last Three Fiscal Years

Year	Amount Billed (12 months total)	Amount 30 Days or More Delinquent at Year End
	\$	\$
	\$	\$
	\$	

C. (Skip if unsewered.) What is the **current** ANNUAL amount that the typical **residential** user pays for:

- 1) sewer service?
-
- (if this is a wastewater project)

- 2) storm water utility operations?
-
- (if this is a storm water project)

D. Are there any rate increases being considered to accommodate this project? ☐ Yes ☐ No

If yes, what is the expected effective date?

What is the **projected** ANNUAL amount that the typical **residential** customer will pay:

- 1) for sewer service after this project is completed?
-
- (wastewater projects only)

- 2) to the storm water utility after this project is completed?
-
- (storm water projects only)

E. Indicate the billing frequency of the user charge system: ☐ Monthly ☐ Quarterly ☐ Semi-annually ☐ Other

F. Complete the projection of revenues and expenditures of the wastewater system or storm water utility over the next 4 years. This projection outline appears on the next 3 pages.

Notes Regarding Loan Payment Estimate:

- For the "Projected CWFP Loan Payment" estimate, contact DNR to obtain the current loan program interest rates. Then using the Parallel Cost Percentage, blend the applicable interest rates to arrive at a blended interest rate for the loan. You may want to round this blended interest rate up in order to allow some cushion in case the program interest rates change prior to the loan closing.
- The loan term may not exceed 20 years from the date of the loan closing and must end on a May 1st principal payment date. Accordingly, if the loan is for 20 years but there is 1+ years of construction before the principal payments start, then the loan will be amortized over 19 years (i.e., 19 principal payments) rather than 20 years. In calculating your estimated loan payment, you will need to consider the length of the project construction period in order to determine the number of years remaining to amortize the loan since this affects the size of the loan payment.

Four Year Revenue and Expenditure Projection (Omit Cents)

	Year 1: 20____	Year 2: 20____	Year 3: 20____	Year 4: 20____
WASTEWATER SYSTEM OR STORM WATER UTILITY REVENUES				
User Charges	\$	\$	\$	\$
Hook-up Fees				
Impact Fees				
Special Assessments				
Interest Income				
Property Tax Revenue				
Other Revenue (identify) (Land rentals, sludge disposal, etc.)				
Other				
Other				
(A) Total Projected Revenues	\$	\$	\$	\$
WASTEWATER SYSTEM OR STORM WATER UTILITY EXPENSES				
Operation and Maintenance Costs (Complete page 15)	\$	\$	\$	\$
Annual Replacement Fund Deposit (Complete page 16)				
Other Expenses (identify)				
(B) Total Projected Expenses	\$	\$	\$	\$
(C) Net Revenues Before Debt Service (A) Minus (B)	\$	\$	\$	\$
WASTEWATER OR STORM WATER UTILITY DEBT SERVICE				
Current Debt Service Payments (Annual Principal and Interest)	\$	\$	\$	\$
Projected CWFP Loan Payment (Annual Principal and Interest)				
(D) Total Projected Debt Service	\$	\$	\$	\$
Projected Surplus Revenue (Deficit) (C) minus (D)	\$	\$	\$	\$
Debt Coverage Ratio				
(E) = [Line (C) plus Replacement Fund Deposit ÷ Line (D)]				
	%	%	%	%

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Operation and Maintenance (O&M) Costs

Complete Applicable Sections

Year 1: 20____

Year 2: 20____

Year 3: 20____

Year 4: 20____

Administrative Costs

Meter Reading

Salaries and Fringes

Office Supplies

Legal

Audit

Engineering

Utilities

Other (specify)

Collection System Cost

Labor

Fringe Benefits

Power

Maintenance Mains

Maintenance Lift Stations

Transportation Expenses

Other (specify)

Wastewater Treatment Plant

Labor and Fringe Benefits

Power

Fuel

Lab Expenses

Chemicals

Sludge Hauling

Insurance

O&M Supplies

Transportation Expense

Industrial Monitoring

Septage Receiving

Building and Grounds Maintenance

Depreciation (if funded)

NR 101 Fees

Other Regulatory Fees

Other (specify)

TOTAL O&M COSTS

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**Current Replacement
Fund Balance**

**Current Annual
Replacement Fund Deposit**

[illegible]

**Current Annual Deposit + Net Changes =
Revised Annual Replacement Fund Deposit ***

\$

* The municipality is required to establish and maintain a replacement fund as a separate fund of the municipality. Annual deposits shall be made to the replacement fund in amounts sufficient to meet the replacement schedule developed by the municipality. The revised annual replacement fund deposit specified above will be incorporated into the Project Manager Summary Page (Exhibit F) of the FAA.

Part VI

IRS Tax Related Information

ALL CWFP loan applicants must answer the following questions regarding the Project for which this application is submitted. Due to federal law, this information is needed before a loan can be made to finance the Project. Questions on this section should be directed to: Department of Administration, (608) 267-1836.

Please check "Yes" or "No" for each of the following questions. "Governmental Units" as used below does not include the federal government or any instrumentality thereof or any non-profit tax-exempt organization described in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended.

- ☐ Yes ☐ No 1. Will any portion of the Project be used for anything other than wastewater or storm water treatment? **If yes, attach a description of the other use.**
- ☐ Yes ☐ No 2. Will any portion of the Project be owned by, leased or sold to any person or entity other than a governmental unit? **If yes, attach a description of the planned lease or sale.**
- ☐ Yes ☐ No 3. Will any portion of the Project be managed (pursuant to a management contract or an incentive pay contract) by any person or entity other than a governmental unit? **If yes, include a copy of the operating or management contract.**
- ☐ Yes ☐ No 4. Will any portion of the Project be used for research or testing pursuant to an agreement with private industry? **If yes, attach a copy of the agreement.**
- ☐ Yes ☐ No 5. Will any person, other than a governmental unit, have a priority right to wastewater or storm water treatment or other use of the facility through any procedure or contract (other than one permitting bulk discounts to large users) which gives preference to that customer over any other? **If yes, attach the following:**
- a. Customer name**
b. Percent of annual system revenues that they pay
c. Description of special contractual arrangements
- ☐ Yes ☐ No 6. Will your municipality be lending any of the CWFP loan proceeds to other persons or entities? **If yes, attach a description of the loan program.**
- ☐ Yes ☐ No 7. Will less than 75 percent of the CWFP loan proceeds be applied to the payment of construction and construction related costs for this project? (For example, more than 25 percent of the loan proceeds used for the acquisition of land, project equipment, and expenses related to these acquisitions.)
- If yes, provide construction percentage: _____**
- ☐ Yes ☐ No 8. Will any portion of the proceeds of the CWFP loan or grant be used to reimburse your municipality for project costs paid or incurred to date? **If yes, you must complete PART I, Page 4 of this application.**
- ☐ Yes ☐ No 9. Will any portion of this CWFP loan be used to refinance outstanding tax-exempt indebtedness with respect to this Project? **If yes, you must complete PART VII - #1 and #2 of this application.**
- ☐ Yes ☐ No 10. Does your municipality have sewer or storm water utility rates that only apply to a single business that contributes 10% or more of the wastewater or storm water flow to the municipal treatment plant or structural urban BMP?

Footnotes, Comments or Clarifications by Municipality

Part VI of the application was completed by:

Phone No.

Print Name:

()

Part VII

Refinancing Transactions

The following section must be completed if CWFP loan proceeds will be used to refinance municipal debt issues for wastewater or storm water expenses related to this CWFP project.

1. For Refinancing of Existing Municipal Wastewater or Storm Water Debt

Complete the following summary for the debt issues to be refinanced (all or in part) with CWFP financial assistance.

	Debt #1	Debt #2	Debt #3
Total amount of interim debt	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount of interim debt eligible for CWFP funding	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount that has been received as of this date by the municipality to pay eligible project costs	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Amount that has been received as of this date by the municipality and is currently being invested	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Enclose a copy of the OFFICIAL STATEMENTS OR PROMISSORY NOTES covering all outstanding debt issues to be refinanced. If an Official Statement is not available, then provide the following for each debt issue (note/bond). Most of the following information should be available in the bank note, promissory note, or other debt instrument that the municipality signed:

Original Issue Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Interest Rate	<input type="text"/> %	<input type="text"/> %	<input type="text"/> %
Payment Dates (Principal)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Payment Dates (Interest)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Call Dates	<input type="text"/>	<input type="text"/>	<input type="text"/>
Notice Required for Call	<input type="text"/>	<input type="text"/>	<input type="text"/>
Maturity Date	<input type="text"/>	<input type="text"/>	<input type="text"/>
Prepayment Penalty/Premium	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copy of Municipal Borrowing Resolution

Submitted: ☐ Y ☐ N Submitted: ☐ Y ☐ N Submitted: ☐ Y ☐ N

(The amount of interest and debt issuance costs to be refinanced are detailed on the budget sheet. See Part II of this application.)

2. For Refinancing of Future Wastewater or Storm Water Debt Issues

Estimated amount of debt to be issued:

\$

Source of Debt (e.g., bank name, financial advisor)

Use of Debt Proceeds

Call Date(s) for Proposed Debt

Maturity Date of Proposed Debt

Municipal Comments, Footnotes, or Clarifications

Part VII of the application was completed by:	Phone No.
Print Name:	()

Notify the DNR Project Manager of any material changes in the above information so that they are considered in structuring the CWFP loan. Actual year-to-date refinance figures (accrued interest plus debt issuance costs plus principal amounts drawn by the municipality less interest earned on unspent funds) must be provided to the Bureau of Community Financial Assistance for preparation of the FAA.

Part VIII

User Charge System and Sewer Use Ordinance Certification

Your municipality is required to adopt a user charge system and sewer use ordinance if:

- ✓ You are receiving a CWFP loan for a wastewater treatment works project.
- ✓ You are receiving a CWFP revenue pledge loan for an urban runoff project.
- ✓ You are receiving a CWFP loan for an urban runoff project that requires an intermunicipal agreement.

A. I certify that the User Charge System for the _____ :
 (Name of Municipality)

1. Requires that each user or user class pays its proportionate share of operation and maintenance costs, including replacement costs of the treatment works or structural urban BMP within the service area.
2. Provides that the costs of operation and maintenance for all flow not directly attributable to users be distributed proportionally among all users of the recipient's treatment works or structural urban BMP.
3. Requires that the charges for users or user classes generate sufficient revenue to pay costs identified in par. 5 b) and c) below.
4. Requires that the recipient establish a replacement fund and make deposits to this fund on an annual basis. This fund will be used only for the replacement of equipment related to the wastewater treatment works, or for periodic maintenance of the urban runoff treatment works or structural urban BMP.
5. Establishes a financial management system that accounts for the following:
 - a) Revenues generated.
 - b) Costs of operation and maintenance of the treatment works or structural urban BMP, including replacement of equipment.
 - c) Debt service costs, including debt service reserves, and debt coverage requirements.
6. Requires the review, at least every 2 years, of the wastewater or urban runoff contribution of users and user classes, the total costs of operation and maintenance of the treatment works or structural urban BMP and the user charge system.
7. Requires that each user that discharges any toxic pollutants or high strength wastes to a wastewater treatment works pay for any increased costs associated with the discharge.
8. Provides that each user be notified, at least annually, in conjunction with a regular bill, of the rate of charge attributable to service provided by the treatment works or structural urban BMP.
9. Is based on actual or estimated use or meets the requirements for an exception as described in s. 281.58(14)(b)7, Wis. Stats.

Date of User Charge System Adoption

☐

Actual

☐

Estimated

B. Sewer Use Ordinance for a wastewater treatment works

I certify that the _____ :
 (Name of Municipality)

☐ has enacted and enforced ☐ will enact and enforce a Sewer Use Ordinance

that meets the requirements of s. NR 162.08(4)(d), Wis. Adm. Code.

Date of Sewer Use Ordinance Adoption

☐

Actual

☐

Estimated

C. Adequate Legal Authority for an urban runoff treatment works or structural urban BMP (documentation equivalent to a sewer use ordinance)

I certify that the _____ :
 (Name of Municipality)

has adequate legal authority established by statute, ordinance or series of contracts to meet the provisions of s. NR 216.06(1), Wis. Adm. Code.

Signature of Authorized Representative

Date Signed

Date of User Charge System/Sewer Use Ordinance Adoption

☐

Actual

☐

Estimated

Note: Prior to loan closing, submit proof of adoption, such as signed copy, resolution, or rate schedule from newspaper.

Part IX

Hardship Financial Assistance Information

This part of the application must be completed if requesting hardship financial assistance. Provide the information requested in unshaded areas (numbers 3, 9, 10, 16 and 17). DNR will complete the shaded areas with information you provide in other parts of the application. Storm water projects are not eligible for hardship assistance.

1. Municipality (from Part I)		2. County(ies) (from Part I)	
3. If a sanitary district, town(s) in which district is located.			
Town 1	County	No. of Residential Users in Town 1	
Town 2	County	No. of Residential Users in Town 2	
Town 3	County	No. of Residential Users in Town 3	
Town 4	County	No. of Residential Users in Town 4	
4. CWFP Project No. (from Part I)		5. Regional facility? (from Part V, page 13) <input type="checkbox"/> Yes <input type="checkbox"/> No	
6. Project Type (check one: <i>compliance maintenance or new/changed limits project</i> , meaning modifying an existing treatment works, or <i>unsewered project</i> , meaning providing sewers or individual systems in an area which is currently lacking sewers) (from Part III)		<input type="checkbox"/> Compliance Maintenance or New/Changed Limits <input type="checkbox"/> Unsewered	
7. Proposed Number of Residential Users in applicant municipality (from Part V, page 12--number of households to be served when construction is complete; for apartments, condominiums, and mobile home parks, each individual unit is one residential user.)			
8. Estimated Total Project Cost (from Part II, Column A--include <i>all</i> costs related to facility planning, design, and construction of the project; if this is a joint project with another municipality, only include costs <i>to be paid by applicant municipality</i>)		\$	
9. Estimated Project Costs Ineligible for CWFP Assistance (e.g., segments of sewer exclusively serving future development, laterals to houses, and hookup fees owed another municipality; indicate hookup fee amount separately and mark with an X if no interest will be paid on hookup fee), total should equal Part II--Column B.		\$ _____ Hookup Fee <input type="checkbox"/> No Interest \$ _____ Other Inelig.	
10. Does the municipality expect to carry debt for 10 years or more to pay for ineligible costs? Check yes or no.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
11. Estimated or Actual Assistance for this project from Sources Other than CWFP (e.g., municipal funds, Rural Development or Wisconsin Department of Commerce CDBG Program--from Part II, Column C) <i>Name of Other Source(s)</i>		\$ _____ Municipal \$ _____ Grants	
12. Estimated or Approved Parallel Cost Percentage (from Part III, page 7)			
13. System Treatment Type (from Part V, page 13)		<input type="checkbox"/> Advanced <input type="checkbox"/> Secondary <input type="checkbox"/> Aerated Lagoon <input type="checkbox"/> Stabilization Pond	
14. Sanitary District Population (from Part V, page 11)			
15. Estimated Annual Operation, Maintenance and Replacement Costs (from Part V, pages 14-16--first full year of operation following completion of construction; do not include debt costs)		\$	
16. Residential Percentage (residential flow divided by total flow from applicant municipality; flow figures provided should be consistent with figures in the plans and specifications and user charge system) Residential Flow _____ / Total Flow _____ =			
17. Prior Wastewater Debt (<i>total principal and interest</i> payments remaining on all outstanding debt related to prior wastewater construction projects; do not include interim financing for the current project)			
Part IX of the Application was Completed by		E-Mail Address	
Of	Phone No. ()	FAX ()	